



LOGISTICS

First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand

Table of Contents *(scroll or use links below to navigate document)*

Job Overview

Typical Tasks

Skills, Knowledge, and Abilities

Work Environment

Job Outlook and Wages

Trends

Training

Where Do I Find the Job?

Where Can the Job Lead?

Other Sources

Job Overview

Hand-material movers, laborers, and helpers play an important role in the movement of goods from manufacturer to customer. First-Line Supervisors/Managers of Hand Helpers, Laborers, and Material Movers coordinate the activities of these workers.

Since Supervisors/Managers work directly with movers and handlers, they put into action the goals and policies of the company. To accomplish this, they act as a liaison between the company's upper management and the employees. Supervisors/Managers must interact with a wide variety of people, ranging from the most junior laborer in the warehouse to sales representatives and upper management or firm owners.

Typical Tasks

- Assess training needs of staff and arrange for or provide appropriate instruction.
- Collaborate with workers and managers to solve work-related problems.
- Conduct staff meetings to relay general information or to address specific topics such as safety.
- Estimate material, time, and staffing requirements for a given project, based on work orders, job specifications, and experience.
- Evaluate employee performance and prepare performance appraisals.
- Examine freight to determine loading sequences.
- Work alongside and help those whom they supervise, and/or perform the more difficult tasks of their staff.
- Plan work schedules and assign duties to maintain adequate staffing levels to ensure that activities are performed effectively and respond to fluctuating workloads.
- Prepare and maintain work records and reports that include information such as employee time and wages, daily receipts, and inspection results.
- Provide assistance in balancing books, tracking, monitoring, and projecting a unit's budget needs, and developing unit policies and procedures.

*Detailed descriptions of this occupation may be found in the Occupational Information Network (O*NET) at online.onetcenter.org.*

First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand

Important Skills, Knowledge, and Abilities

- ➔ Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- ➔ Persuasion – Persuading others to change their minds or behavior.
- ➔ Instructing — Teaching others how to do something.
- ➔ Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- ➔ Coordination — Adjusting actions in relation to others' actions.
- ➔ Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- ➔ Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- ➔ Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ➔ Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- ➔ Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- ➔ Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- ➔ Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- ➔ Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- ➔ Speech Clarity — The ability to speak clearly so others can understand you.

Work Environment

Managers/Supervisors spend much of their day in a warehouse or other storage facility directly supervising the activities of their work crew. They also may spend time in an office, filling out reports or interacting with other supervisory staff and subordinates.

Offices are generally heated and cooled depending upon the season. Some offices may be quite nice, while others offer only the bare necessities. In some job situations, Managers/Supervisors work much of the day outdoors, when material is transported or stored outside, and may be exposed to a variety of weather conditions. The warehouse or factory floor is frequently hot or cold and often noisy. Safety precautions must always be observed to avoid being hurt by vehicles, falling boxes, or equipment.

Typically, this occupation is not represented by unions except in hospitals, school districts, and government agencies.

First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand

California's Job Outlook and Wages

The California Outlook and Wage table below represents the occupation across all industries.

Standard Occupational Classification	Estimated Number of Workers 2004	Estimated Number of Workers 2014	Average Annual Openings	2006 Wage Range (per hour)
First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand				
53-1021	19,900	22,800	760	\$14.97 to \$25.01

Wages do not reflect self-employment.

Average annual openings include new jobs plus net replacements.

Source: www.labormarketinfo.edd.ca.gov, Employment Projections by Occupation and OES Employment & Wages by Occupation, Labor Market Information Division, Employment Development Department.

Trends

This occupation is expected to grow about average compared with all occupations in California over the ten-year projections period. There will be 4,700 more job openings created as a result of workers leaving the occupation because they retire or find other jobs.

Training/Requirements/Apprenticeships

Many Managers/Supervisors promote from a work crew and train for the position while on the job. Most employers seek applicants with at least a high school diploma and considerable experience working in a material-moving environment, or applicants with experience supervising workers in a related industry. Fluency in a foreign language can be helpful because crews of laborers or material movers are often English language learners.

College course work in subjects such as business, communications, or English can also be helpful.

Recommended High School Course Work

A well-rounded high school education is advantageous in pursuing a career as a First-Line Supervisor/Manager. Finishing high school will give the applicant verbal and written skills, a basic knowledge of mathematics, time management skills, and the critical thinking ability, which are all necessary to the job.

Where Do I Find the Job?

Direct application to employers is a good way to find a job in this occupation. Many Managers are promoted from within an organization, so finding an entry-level position as a material mover may offer promotional opportunities as skills and knowledge are gained.

Use the *Search for Employers by Industry* feature on the Career Center page at www.labormarketinfo.edd.ca.gov to locate employers in your area. Search under the following industry keywords to get a list of private firms and their addresses:

- ➡ General Automotive Repair
- ➡ General Freight Trucking, Long-Dist
- ➡ General Freight Trucking, Local
- ➡ Merchant Wholesalers

First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand

Search these **yellow page** headings for listings of private firms:

- ➡ Automobile Parts
- ➡ Automobile Repairing & Service
- ➡ Contractors' Equipment & Supplies
- ➡ Freight Forwarding
- ➡ Grocers & Markets
- ➡ Lumber
- ➡ Material Handling Equipment
- ➡ Trucking
- ➡ Warehouses

Where Can the Job Lead?

Promotion to a higher-level position in supervision or management is one avenue for job advancement and usually requires additional training and experience. Other Supervisors/Managers move to a more prestigious company with higher-valued goods to receive better pay and benefits.

Related Occupations
First-Line Supervisors/Managers of Food Preparation and Serving Workers
First-Line Supervisors/Managers of Production and Operating Workers (see <i>Manufacturing Careers</i>)
Transportation, Storage, and Distribution Managers (see <i>Logistics Profile</i>)
Purchasing Managers

Other Sources

Material Handling Industry of America
www.mhia.org

Warehousing Education and Research Council (WERC)
www.werc.org

U.S. Department of Labor, Occupational Safety & Health Administration (OSHA)
www.osha.gov